

Discrimination Complaint Form

Name of person who experienced potential discrimination:

Name: _____ Home Phone: () _____

Address: _____ Work Phone: () _____

Who is the complaint against (WorkSource, Unemployment, Paid Leave, another program)?

____ Contributions & Recovery
____ WorkSource Oregon (WSO)
____ Other (please specify): _____

____ Unemployment Insurance (Including TUI)
____ Paid Leave
____ Trade Act

If you selected a WSO office, please provide the name / location of the office: _____ Phone: () _____

How would you like to be contacted?

Telephone Email Mail

Date the event took place: mm/dd/yyyy

Basis of Complaint: Which of the following best describes why you believe you were discriminated against: (Check all that apply)

__ Race	__ Sexual Orientation
__ Color	__ Gender Identity
__ Religion	__ Pregnancy
__ National Origin	__ Age
__ Citizenship	__ Disability
__ Limited English proficiency	__ Political Affiliation
__ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	__ Participation in a WIOA program
	__ Other: Please specify _____

NOTE: If your protected class (listed above) is not the reason for your discrimination report, we will send your report to the appropriate office.

Tell us what happened. Please include the information below (you may add as many pages as you wish):

- A list of all the people involved, including first and last names and titles, if known
- Exact words or actions of the people involved
- Time(s)
- Contact information, for each person involved, if known

Notice About Investigatory Uses Of Personal Information

Two Federal laws govern personal information to Federal agencies, including the Civil Rights Center (CRC): the Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552) or "FOIA". Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

The PRIVACY ACT protects individuals from misuse of personal information held by the State or Federal government. The law applies to records that are kept and can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to the State of Oregon or the CRC in connection with a discrimination complaint should know the following:

- State of Oregon or CRC has been authorized to investigate complaints of discrimination on the basis of race, color, national origin, age, and handicap, and in some programs on the basis of sex, religion, citizenship, and political affiliation or belief, in programs that receive Federal funds through the State of Oregon. State of Oregon or CRC is also authorized to conduct reviews of federally funded programs to assess their compliance with civil rights law.
- Information that State of Oregon or CRC collects is analyzed by authorized personnel within State of Oregon or CRC. This information may include personnel or program participant records, and other personal information. State of Oregon or CRC staff may want to reveal some of the personal information to individuals outside the office in order to verify facts related to the complaint, or to discover new facts which will help State of Oregon or CRC determine whether the law has been violated. Such information could include, for example, the physical condition or age of a complainant. State of Oregon and CRC may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to State of Oregon or CRC may also be revealed to persons outside of State of Oregon or CRC because it is necessary in order to complete enforcement proceedings against a program that State of Oregon or CRC finds to have violated the law or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. State of Oregon or CRC requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. State of Oregon or CRC will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to State of Oregon or CRC, and no action will be taken against a person who denies State of Oregon or CRC's request for personal information. However, if State of Oregon or CRC cannot obtain the information needed to fully investigate the allegations in the complaint, State of Oregon or CRC may close the case.
- Any person may ask for, and receive, copies of all personal materials State of Oregon or CRC keeps in his or her file for investigatory use.

AS POLICY, STATE OF OREGON OR CRC DOES NOT REVEAL NAMES AND OTHER IDENTIFYING INFORMATION ABOUT INDIVIDUALS UNLESS IT IS NECESSARY TO COMPLETE INVESTIGATION OR ENFORCEMENT ACTIVITIES AGAINST A PROGRAM WHICH HAS VIOLATED THE LAW. State of Oregon or CRC never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave State of Oregon or CRC written permission to do so.

The FREEDOM OF INFORMATION ACT (FOIA) gives the public maximum access to Federal government files and records. Persons can request, and receive, information from many types of records kept to the Government—not just materials that apply to them personally. The Civil Rights Center must honor most requests for information submitted under FOIA, but there are exceptions.

- State of Oregon or CRC is usually not required to release information during an investigation or an enforcement proceeding if that release would limit State of Oregon or CRC's ability to do its job effectively; and
- State of Oregon or CRC can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

PLEASE READ AND SIGN SECTION A OR SECTION B OF THE CONSENT FORM, PRINTED ON THE BACK OF THIS NOTICE, AND RETURN TO THE STATE OF OREGON OR CRC WITH YOUR SIGNED, COMPLETED COMPLAINT INFORMATION FORM, IF YOU HAVE NOT ALREADY DONE SO.

Consent Form

I have read the Notice about investigatory Uses of Personal Information, printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom Act, which apply to personal information I reveal to the State of Oregon or Civil Rights Center (CRC) in connection with my complaint:

- In the course of investigating my complaint, State of Oregon or CRC may have to reveal my identity to staff of the program named in my complaint in order to obtain facts and evidence regarding my complaint;
- I do not have to reveal any personal information to State of Oregon or CRC, but State of Oregon or CRC may close my complaint if I refuse to reveal information needed to fully investigate my complaint;
- I may request and receive a copy of any personal information State of Oregon or CRC keeps in my complaint file for investigatory uses; and
- Under certain conditions, CRC may be required by the Freedom Information Act to reveal to others personal information I have provided in connection with my complaint.

YES, STATE OF OREGON OR CRC MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. I have read and understand the notice, and I consent for State of Oregon or CRC to process my complaint.

Signature

Date

NO, STATE OF OREGON OR CRC MAY NOT DISCLOSE MY IDENTITY, EVEN IF NECESSARY TO PROCESS MY COMPLAINT. I have read and understand the notice, and I do not consent for State of Oregon or CRC to disclose my identity during investigation of my complaint. I request that State of Oregon or CRC process my complaint; however, I understand that State of Oregon or CRC may cancel my complaint if it cannot fully investigate with disclosing my identity. I also understand that State of Oregon or CRC may close my complaint if it cannot begin an investigation because I have not consented for State of Oregon or CRC to reveal my identity.

Signature

Date

NO, THE OREGON EMPLOYMENT DEPARTMENT AND WORKSOURCE OREGON MAY NOT DISCLOSE MY IDENTITY TO ANYONE, INCLUDING THE CRC. I understand that this means that my complaint will be processed as a Discrimination Concern rather than as a formal Discrimination Complaint. The experience that I am reporting may still result in corrective action for the Oregon Employment Department and/or Worksource Oregon. If I did not provide enough information about myself for the agency to fully investigate my concern, my report may be cancelled or closed.

Signature

Date

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services, contact your local WorkSource Oregon Center for assistance.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con el Centro WorkSource Oregon más cercano a su área.